

CREATING AN AUTHORIZATION AMENDMENT

Any changes to an authorization AFTER it is datalinked, requires creating an amendment to that authorization. These changes include and are not limited the following:

- Cost estimate increases
- Trip date changes less than 3 days*
- Providing proper explanation for a rental car or actual lodging expenses

Procedure

- 1) Log into Travel Manager.
- 2) Click on **Create New Document**.
- 3) In Document Type, select **Amendment**.
- 4) To select the authorization to be amended, **click in the Document Name field**.
 - a) This changes page to the **Traveler Listing interface**. This is the same one used to Open Document.
 - b) Under Traveler Listing, **select the traveler**.
 - i. Type the traveler's Last Name and click on Search
 - ii. OR click on the traveler's name from the Traveler List.
 - c) In the Document List, **click on the authorization to be amended**.
- 5) On the Amendment page, **the amendment name is generated**. It is the original name with -1 indicating a first amendment. Changing the generated name is not recommended.
- 6) In Comments, **type in the reason** for creating the amendment.
- 7) In Signature PIN, **type in your signature PIN**.
- 8) In the For this Document you can: box, click on **Create New Amendment**.
- 9) The amendment is open to edit.
- 10) Click on the **Itinerary** on the left menu.
- 11) Under Trip Information, **change Type to Amendment**.
- 12) Click on **Save Itinerary**.
- 13) **Update** the amendment with the appropriate changes.
- 14) When completed, click on **Document Summary** on the left menu.
- 15) Go to Document Status, **verify the Status to Apply is Submitted**.
- 16) **Type in your signature PIN** in the next field.
- 17) Click **on Stamp and Route**.
- 18) **Follow prompts** to complete stamping and submitting.

New Document

Amendment

more'. Below this are three fields: 'Amendment Name' (text box containing 'originalname-1'), 'Comments' (text box containing 'Expenses greater than expected.'), and 'Signature PIN' (empty text box)."/>

* Amendments with trip date changes more than 3 days of the original trip start date and/or trip end date is interpreted as a new and separate trip by the DOE Accounting System. If the trip start date change is more than 3 days, an amendment of the original authorization must be submitted to **CANCEL** the trip and a new authorization must be created with the new trip dates.
